

**CHAPTER 3. TIME AND ATTENDANCE**

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**CHAPTER 3. TIME AND ATTENDANCE****3.1 POLICY.**

- 3.1.1 A record of time in pay and non-pay status must be maintained for purposes of computing pay, leave, and allowances. For each employee and each pay period, a certified time and attendance report must be furnished to the appropriate payroll office; this will be the basis for salary payment to the employee. Web-based Time and Attendance (T&A) Distribution System function (WebTADS) data shall serve to supply the attendance report. For detailed instructions on the preparation and submission of the biweekly time and attendance report, refer to the National Aeronautics and Space Administration (NASA) T&A instructions.

**3.2 REPORTING AND APPROVAL.**

- 3.2.1 T&A data will be recorded in WebTADS (or related supporting documentation, if appropriate). The basis for recording the time and attendance of most employees are:
- A. The employees' input in WebTADS for hours worked;
  - B. The employees' supervisors certification of WebTADS' data.
- 3.2.2 Exceptions. In instances where employees (1) work hours outside the hours of their supervisors, (2) work at remote sites away from their supervisors, or (3) are based primarily at the location of their supervisors, but frequently work elsewhere, the techniques listed below should be followed in order to provide reasonable assurance that employees are working when scheduled.
- A. Arrangements with supervisory personnel to verify the employees' hours worked;
  - B. Occasional supervisory telephone calls to the employee during times the employee is scheduled to be on duty. Employee's point-of-contact (in the case of unavailability of employee)
  - C. Determining reasonableness of work output for time spent. The employees' supervisor's certification of WebTADS data.
  - D. Occasional visits by the supervisor to the employee's work site; or
  - E. Sign-out/sign-in sheets indicating employees' destinations and times of departure to and returns from those destinations; or
  - F. Other methods as approved in writing by the Center Deputy Chief Financial Officer (DCFO).

### 3.3 TIME AND ATTENDANCE REPORTS.

- 3.3.1 T&A, supporting documents, or computer files of T&A data must be maintained to show that each employee is entitled to his or her normal pay, or to a greater or lesser amount, by showing the number of hours worked and the nature and length of absences.
- 3.3.2 All T&A reports and other supporting documents must be reviewed and approved by an authorized official knowledgeable of the employee's number of hours worked and absence. The authorized official acknowledges awareness and understanding of his or her responsibility when he or she signs the document or enters a designated approval code (electronic signature) into an automated system. Approval of T&A documents must be based on knowledge obtained as provided in Sections 3.2.1 and 3.2.2 above.
- 3.3.3 T&A reports must:
- A. Cover no more than one pay period.
  - B. Include the following data or supporting documentation, as a minimum, for each employee:
    - 1. Employee name and identifying number;
    - 2. Pay period number or dates;
    - 3. Tour code to identify the tour the employee is assigned to work;
    - 4. Number of hours worked by day and in total;
    - 5. Number of hours of premium pay, by type of premium pay, to which the employee is entitled;
    - 6. Number of credit hours and compensatory time earned and used;
    - 7. Number of hours of leave taken, by type;
    - 8. Dates and amount of leave taken (hours);
    - 9. Any required supporting documentation for absences; and,
    - 10. Any other information the Centers may require.
  - C. Include a regular workweek schedule reflecting "first 40" hours, flexible work schedules, or compressed work schedules.
  - D. Where the time and attendance reporting system is automated, the computer file must contain all the data elements that would appear on a hard copy.
- 3.3.4 Supervisor WebTADS' certification is an attestation of the following:

- A. Any related documentation or data elements, including approvals, are maintained in computer files.
  - B. Supporting documents or computerized files are reviewed by the supervisor prior to approving T&A data.
  - C. The employee is or will be informed of supervisor and other official's changes to time.
- 3.3.5 Safeguards to prevent unauthorized entry and changes must be implemented when using automated signatures for approval of time and attendance reports.
- 3.3.6 T&A information must be submitted through the Center's payroll office to the NASA Shared Services Payroll Office (NPO) for all employees.
- A. Failure to Enter and Approve T&A Data in WebTADS by Deadline: Centers' T&A data must be entered, approved, and submitted to the NSSC for final certification by the bi-weekly deadline currently defined by the Agency. The NSSC will record annual leave for Centers' missing or unapproved time sheets during the final validation and certification process to ensure salary payments are processed. In the rare instance of this occurrence, a time sheet adjustment may be entered and approved in WebTADS the following pay period for corrective action.
  - B. Manual (Hardcopy) Time Sheet Adjustment Requests: All T&A information must be entered and approved through WebTADS. This is imperative for maintaining data consistency between systems and applications that utilize WebTADS data for processing and reporting purposes. Missing or unapproved T&A data may not be corrected via manual time sheet adjustments submitted to the NSSC or Department of Interior (DOI). Exceptions are allowed only in conditions where failure to process an intervening (manual) adjustment causes an employee to not receive a salary payment or results in a violation of internal controls.